

## **MADERA COUNTY**

### **CHIEF ASSISTANT COUNTY CLERK - RECORDER**

#### **DEFINITION**

Under direction, to assist with planning, directing, managing, and overseeing the functions, operations, and programs of the County Clerk - Recorder's Office; to provide daily supervision and training for staff; to perform a variety of administrative and office support assignments; to provide information and assistance to the public; to act for the County Clerk - Recorder in the County Clerk - Recorder's absence; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over clerical and support staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists with planning, directing, managing, and overseeing the functions of the County Clerk - Recorder's Office including the development and implementation of goals and objectives; provides daily supervision and training for staff involved in support of the court, conduct of elections, registration of voters, election services and other related non-judicial public services; assists the County Clerk - Recorder in the implementation of department plans and policies; assists with the establishment and control of the departmental budget; maintains current knowledge of the codes and regulations affecting the functions and operations of the County Clerk - Recorder's Office; provides advice on code and law changes for other staff; accepts documents for filing in civil, probate, juvenile, and criminal cases; issues licenses; prepares documents and information for court calendar files; revises forms; ensures proper availability of forms for legal and other filings; administers oaths to new employees; receives confidential reports and makes them available to appropriate persons; conducts complex record searches; establishes and maintains filing systems for documents, making changes and adjustments as necessary; provides information to the public concerning County Clerk - Recorder functions, court record maintenance activities, and laws and codes effecting County Clerk - Recorder operations; operates office equipment; serves as County Clerk - Recorder in the County Clerk - Recorder's absence.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.



## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Pertinent Federal, State, and local laws, codes, and regulations including those governing the issuing of licenses and those affecting public access and use of information and records maintained in the County Clerk - Recorder's office.

Legal procedures and documents used in court cases.

Modern office practices, methods, and computer equipment including the establishment and maintenance of filing and record keeping systems.

Principles of accounting, record keeping, and maintenance of fiscal records.

Principles and practices of budget development, preparation, and expenditure control.

Principles of supervision, training, and performance evaluation.

Basic principles and techniques of management and program administration.

### **Skill to:**

Operate modern office equipment including computer equipment.

### **Ability to:**

Assist with planning, directing, managing, and coordinating the functions of the County Clerk - Recorder's office.

Supervise, train, and evaluate assigned staff.

Participate in the development and preparation of the County Clerk - Recorder's Office budget and expenditure control.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations including those governing the activities and functions of the County Clerk's office.

Gather data, analyze information, and prepare a variety of reports.

Directly assist with and perform the full range of County Clerk - Recorder functions.

Deal tactfully and courteously with the public in explaining the functions, procedures, and laws governing the activities of the County Clerk - Recorder's office.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*



**Experience:**

Five years of experience in performing the functions and operations of a County Clerk  
- Recorder's office including some supervisory experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by training in office practices.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995